

TO: All Staff
FROM: Laurie Altic, Business Manager
DATE: August 19, 2010
RE: Changes in District Office Staff Duties

Welcome to the 2010-2011 School Year. The District Office Staff have assumed many new duties to accommodate the reduction of support staff. This list provides you with the key duties of each District Office staff member, along with their contact information, to make it easier for you to obtain the support you need. Best wishes for a successful and rewarding year.

New Applicants, Volunteers & Public Relations Denise Hutchinson, Account Technician/Purchasing
Worker's Comp, Purchase Orders, Employment Verification denise.hutchinson@konoctiusd.org 994-6475 extension 3201

Certificated Personnel, Superintendent's Secty Marty Aarreberg, Executive Administrative Assistant
Credential Monitoring, Absence Tracking marty.aarreberg@konoctiusd.org 994-6475 extension 3202
Board Agendas and Board Communications

Classified Personnel Pat St. Cyr, Fiscal Technician/Data and Software Specialist
Absence Tracking; Aesop Main contact pat.stcyr@konoctiusd.org 994-6475 extension 3216
Student Data Systems: Edusoft, Aeries, Destiny/Follett Software Updates

Payroll & Health Insurance Cathy Wilder, Payroll Supervisor
Voluntary Deductions, Timesheets & Retirement Cathy.wilder@konoctiusd.org 994-6475 extension 3206

Accounts Payables and Reimbursements Jesica Nowak, Fiscal Assistant
Deposits, Invoicing, Board Agenda Assistance jesica.nowak@konoctiusd.org 994-6475 extension 3208

English Language Learners/ DELAC/ELAC Liliana Olivares, ELL Secretary/Parent Liaison
Community Based Ed & Tutoring, CELDT liliana.olivares@konoctiusd.org 994-4710 extension 3215

Educational Support Services (ESS) Greg Mucks, Interim Director of Ed. Support Services
Special Ed, Nurse & OT, Psychologists & Speech/Language greg.mucks@konoctiusd.org 994-9475 ext. 3221

ESS Lead Secretary Leslie Ellis, Secretary III, Educational Support Services
Special Education Services leslie.ellis@konoctiusd.org 994-9475 extension 3226

ESS Secretary, Home & Hospital Instruction Lisa Sherrell, Secretary II, Educational Support Services
Expulsions and Re-Admissions lisa.sherrell@konoctiusd.org 994-9475 extension 3222

District Testing Coordinator Theresa Copas, Secty III Lewis Schl, District Testing Coord.
CaHSEE, CST, Independent Study Programs Coord. theresa.copas@konoctiusd.org 994-2045 extension 2401

Child Nutrition Services Marla Peterson, Director of Child Nutrition Programs
Classroom Nutrition Programs marla.peterson@konoctiusd.org 994-4543 extension 3211

Food Service Ordering, Applications Sue Starbuck, CNO Clerk
Diabetic Meal Services and Monitoring sue.starbuck@konoctiusd.org 994-4543 extension 3212

District Wide Technology Services Michael Schenck, Director of Technology
District Network, District Web Page, Servers michael.schenck@konoctiusd.org 994-6475 extension 3231

Superintendent, William MacDougall, District Superintendent
Chief Negotiator/Certificated Staff william.macdougall@konoctiusd.org 994-6475 ext 3202
ELL Services, Professional Dev., Legal Compliance, Board Communications/coordination, Admin Oversight/Eval.

Classified Services, Maintenance & Grounds Dana Moore, Dir Maint/Facilities/Operations & Class Service
Transportation, Chief Negotiator with CSEA dana.moore@konoctiusd.org 994-3184 extension 3237

Business Services, Financial reporting Laurie Altic, Business Manager
Budget Development, Employee Negotiations laurie.altic@konoctiusd.org 994-6475 extension 3209